

POST Adult Probation Officer IV-2

(Return this form to POST)

1. Name of Probation Officer _____			
2. Probation Academy Class Number _____			
3. Date of Probation Academy Class _____			
Employing Agency: _____			
POST ID # _____ <small> Last 4 #s of SSN - First 4 Letters of First Name - Day of Birth (01-31) </small>			
4. Name of Training Officer		5. Assignment	
		6. Training Dates From: _____ To: _____	
1.			
2.			
3.			
This training guide is a listing of basic Probation and Parole Officer responsibilities, tasks and procedures. The Training Officer will use this guide during the training of a recruit. The Training Officer will explain each item, and whenever practical, demonstrate the task or procedure to the recruit. When the Training Officer believes that the recruit is capable of handling a specific task, he will require the recruit to perform the task while he observes. The Training Officer should pace himself to insure that sufficient time is allotted for explaining and/or performing each and every task. When an item has been satisfactorily performed, the Training Officer will enter the date of completion in the proper column and initial. This is not an exhaustive list, and when unlisted situations arise, the Training Officer should demonstrate the proper procedure for handling the situation and record such action at the end of the guide. IF A LISTED TASK DOES NOT APPLY TO YOUR DEPARTMENT, PLACE N/A (NOT APPLICABLE) IN THE ALLOTTED SPACE.			
7. I have been instructed in all items as recorded in this field training guide.		8. Reviewed by	
_____ Signature of Trainee/Recruit Date		_____ Agency Training Reviewer-Title Date	
Remarks/Comments:			
9. I attest that the above-named recruit has satisfactorily completed the prescribed training program.			
_____ Agency Head signature		_____ Date	